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## ABSTRACT

This booklet provides information about high school in Virginia for students and their parents. Chapter 1, "Entering High School," offers descriptions of course options in all the subject areas of both academic and vocational education, along with advice on studying and on solving problems having to do with coursework. Chapter 3 describes "Special Programs and Activities" including guidance and counseling, career education, the testing program, programs for gifted and talented students, advanced placement and honors programs, remedial programs, summer school, the library media program, the school social work/visiting teacher program, the school psychology program, programs for handicapped students, the school nurse program, homebound and hospital programs, extracurricular activities, and extra costs. Chapter 4 describes a wide variety of different career categories and their educational requirements, and it also provides information on applying for work permits, social security cards, and jobs, as well as interviewing and looking for part-time or summer work. A course planning sheet is included.

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2

# ABOUT HIGH SCHOOL

EDUCATIONAL OPPORTUNITIES IN VIRGINIA, BOOK 4

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8

## A MESSAGE TO PARENTS

As your children prepare to enter high school, they will be faced with some difficult decisions. Soon they will have to choose their high school program of studies and the kind of diploma they want to earn. These decisions are very important to them. The program of studies they choose will greatly affect their educational and career choices after high school.

You can help your children make good decisions about high school by doing the following:

- Read this booklet so you will know about high school programs of studies and diplomas.
- Talk with your children about these programs and diplomas. Listen to their thoughts and feelings about possible choices. Suggest ideas of your own.
- Contact your children's principal, counselors, and teachers for their suggestions, as well as for information.
- Attend meetings at your children's school which will be held for parents of students entering high school.
- Advise your children to talk with their counselors and teachers in planning their high school programs of studies.
- Encourage your children to choose the program of studies and diploma which will best prepare them for the educational and career choices they may want after high school.

While your children are in high school, they will continue to need your interest and encouragement. You can help them be successful high school students in a number of ways:



- Keep in touch with their teachers and counselors regarding their studies and progress in school.
- Talk with your children regularly about their school work, their accomplishments, and any difficulties they may have. Encourage them to do well in their studies.
- Be sure that they take all the courses required for graduation and the type of diploma they want to earn.
- Provide an area in your home where they may do their homework undisturbed. See to it that they have adequate lighting, a table or desk upon which to write, and necessary supplies, such as pencils, paper, and a dictionary.
- Be sure that your children spend about two hours each school day on homework and studying. It is best that they set aside the same time each day for this purpose. Check their homework after it is completed.
- Contact your children's counselors, teachers, or principal for help if problems arise.
- Take part in parent activities in your children's schools. Attend back-to-school nights,

Parent-Teacher Association meetings, parent discussion groups, career fairs, and college nights. If possible, serve as a parent volunteer. Your children and the school program can benefit from your doing these things.

## A MESSAGE TO STUDENTS

**Why This Booklet?** Soon you will be going to high school. Your high school education will be very important to your future. It will affect the kind of educational or job choices you may have after you graduate. It is almost time for you to make decisions about your high school studies. This booklet has been written to help you make these decisions.

**What Is In This Booklet?** This booklet tells about high school. There is information about programs of studies, diplomas, graduation requirements, subjects, courses, and student life. You will also find descriptions of careers and ideas for learning more about them.

**How Should This Booklet Be Used?** Use this booklet to guide you in your planning. Read it carefully. Ask your parents to read it so they can help you make your decisions. Keep the booklet to use throughout your high school years. Do not use only this booklet in your planning. Talk with your counselor, teachers, and principal about your program, too. They, as well as your parents, are interested in helping you make choices which will be best for you.

# ABOUT HIGH SCHOOL

EDUCATIONAL OPPORTUNITIES IN VIRGINIA, BOOK 4

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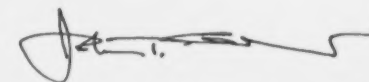
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# T ABLE OF CONTENTS

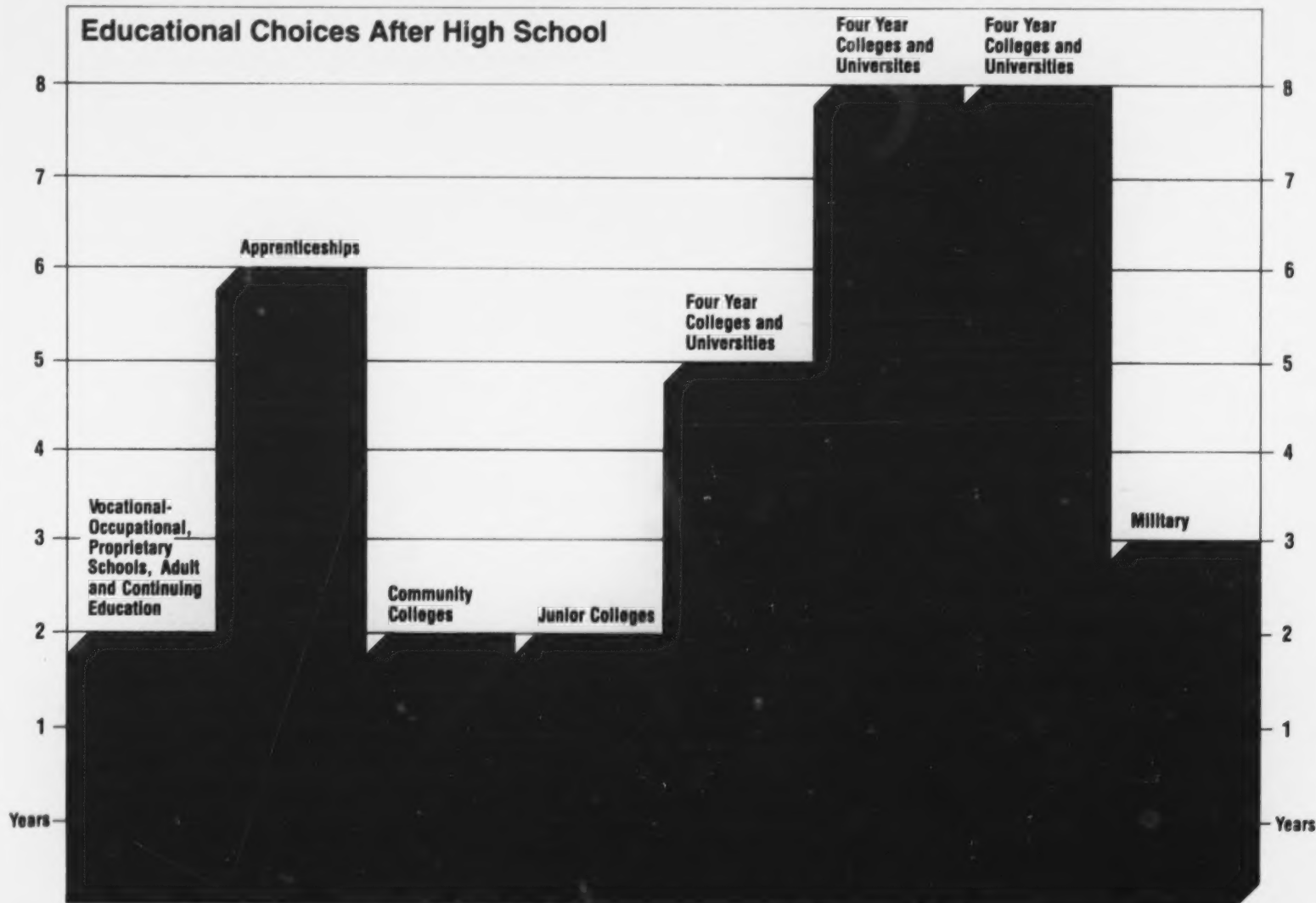
| Chapter                                          | Page     |
|--------------------------------------------------|----------|
| <b>Chapter 1. Entering High School</b>           | <b>2</b> |
| A New Beginning                                  | 3        |
| Thinking About Your Future                       | 3        |
| Many Careers Require Education After High School | 3        |
| Financial Aid                                    | 3        |
| Who Can Help You Choose Your Program of Studies? | 3        |
| How to Choose Your Program                       | 4        |
| Know About High School Programs                  | 4        |
| Know About Yourself                              | 4        |
| Know About Careers                               | 5        |
| High School Programs of Studies                  | 6        |
| Units of Credit                                  | 6        |
| High School Diplomas                             | 6        |
| 20-Credit Diploma                                | 7        |
| 22-Credit (Advanced Studies) Diploma             | 7        |
| Special Diploma                                  | 7        |
| Take All the Courses Required for Graduation     | 7        |
| <b>Chapter 2. High School Subjects</b>           | <b>8</b> |
| Getting the Most From Your High School Studies   | 9        |
| English                                          | 9        |

|                                                                      |    |
|----------------------------------------------------------------------|----|
| Mathematics                                                          | 10 |
| Science                                                              | 10 |
| Social Studies                                                       | 10 |
| Foreign Language                                                     | 10 |
| The Arts                                                             | 11 |
| Health and Physical Education                                        | 11 |
| Vocational Education                                                 | 11 |
| Agricultural Education                                               | 11 |
| Business Education                                                   | 12 |
| Home Economics Education                                             | 12 |
| Distributive Education                                               | 12 |
| Health Occupations Education                                         | 12 |
| Industrial Arts Education                                            | 13 |
| Trade and Industrial Education                                       | 13 |
| What to Accomplish in Subjects Required of Most High School Students | 14 |
| Studying and Homework                                                | 15 |
| What To Do If Problems Occur                                         | 15 |
| <b>Chapter 3. Special Programs and Activities</b>                    | 16 |
| Find Out About Special Programs and Activities                       | 17 |
| Guidance and Counseling Program                                      | 17 |
| Career Education Program                                             | 17 |
| Testing Program                                                      | 17 |
| Achievement and Educational Ability Tests                            | 18 |

|                                                           |    |
|-----------------------------------------------------------|----|
| Minimum Competency Tests                                  | 18 |
| Career Development Tests                                  | 18 |
| Programs for Gifted and Talented Students                 | 18 |
| Governor's School Program                                 | 19 |
| Governor's School Interest Centers                        | 19 |
| Advanced Placement Program                                | 19 |
| Advanced Studies (Honors) Program                         | 19 |
| Remedial Programs                                         | 20 |
| Summer School Program                                     | 20 |
| Library Media Program                                     | 20 |
| School Social Work/Visiting Teacher Program               | 20 |
| School Psychology Program                                 | 20 |
| Programs for Handicapped Students                         | 20 |
| Individualized Education Program                          | 21 |
| Alternative Education, Day Schools, and Regional Programs |    |
| School Nurse Program                                      | 21 |
| Homebound and Hospital Programs                           | 21 |
| Extracurricular Activities                                | 21 |
| Costs                                                     | 21 |
| For More Information                                      | 21 |
| <b>Chapter 4. Careers</b>                                 | 22 |
| Find Out About Careers                                    | 23 |
| Artistic Careers                                          | 24 |

|                                                          |    |
|----------------------------------------------------------|----|
| Scientific Careers                                       | 26 |
| Nature Careers                                           | 28 |
| Authority Careers                                        | 30 |
| Mechanical Careers                                       | 31 |
| Industrial Careers                                       | 34 |
| Business Detail Careers                                  | 36 |
| Persuasive Careers                                       | 38 |
| Accommodating Careers                                    | 40 |
| Humanitarian Careers                                     | 42 |
| Social-Business Careers                                  | 44 |
| Physical Performing Careers                              | 47 |
| Seeking Part-Time Work                                   | 48 |
| How to Apply for an Employment Certificate (Work Permit) | 48 |
| How to Apply for a Social Security Card                  | 48 |
| How to Fill Out a Job Application                        | 49 |
| What to Expect in a Job Interview                        | 49 |
| How and Where to Look for Part-Time or Summer Work       | 49 |
| A Final Message to Students                              | 50 |

## Educational Choices After High School



# CHAPTER 1

ENTERING HIGH SCHOOL

19

20

## A NEW BEGINNING

Entering high school will be an important step for you. You will probably be meeting new students, teachers, principals, and other faculty members. Most likely, you also will have to learn about the rules of a new school and find your way around a larger school building. You will take new courses and start new activities. You will find that you will be expected to take more responsibility for your own decisions, school work, and actions.

An important part of your responsibilities in high school will be to choose and take courses to prepare yourself for the future. Your high school program and your success in it will affect what you may do after you graduate.

### Thinking About Your Future

Perhaps you have already begun to think about what to do after high school. You may be considering going to college. You may be wondering about attending another type of school, such as a vocational-technical school. You may be thinking of preparing for a job or for military service. Perhaps you are not sure what you want to do.

### Many Careers Require Education After High School

You do not have to make a final decision now about your plans after high school. You are still growing and changing. You need time to explore many possibilities before deciding



what you will do. You will, however, have to choose a high school program of studies. In choosing your program, it is important to remember that many careers require a college education or vocational training after high school.

### Financial Aid

You may wonder whether you and your parents will be able to pay for your education after high school. You can get help in paying for your education if you need it. Financial aid is available for students in Virginia to help

with the costs of education at colleges, universities, and vocational schools. You should not let costs keep you from continuing your education after high school.

## WHO CAN HELP YOU CHOOSE YOUR PROGRAM OF STUDIES?

*Your parents* may be your best advisors in choosing a high school program of studies. They understand your personality and abilities. They know your interests, likes, dislikes, and strengths. They also can tell you about things they have learned from their own education and work, which can help you in making your decisions. After you and your parents have read this booklet, talk with them. Discuss with them your thoughts and concerns about high school and your future.

*Your school counselor* can assist you to better understand yourself, your goals, high school programs, and careers. Be sure to meet with your counselor for help in deciding which direction to take in high school.

You can get ideas from *your teachers* about high school programs which might be best for you. They know the work you have done in their subjects and will be able to make suggestions about your program of studies. Talk with *your principal*, too. The advice of your teachers and principal can be very useful to you in making your choices.



Other people who know you well, such as *your relatives and friends*, can also help you. Consider getting their ideas.

There may be some careers which seem interesting to you. If there are, talk with *people in those careers* to get information for planning your program of studies. They can tell you about their work and the kind of education needed for it. You may want to use this information in choosing the program and courses you will take.

## HOW TO CHOOSE YOUR PROGRAM

In selecting a program of studies, you should consider all the possibilities—just as you do when you choose a new record or decide about going to a movie. There are certain steps to follow which can help you make your choices:

- Find out all you can about the programs of studies offered.
- Compare the programs. Think about yourself and how each program might help you.
- Consider the advantages and disadvantages of each program. Weigh these carefully.
- Choose the program of studies which seems to have the most advantages for you.

To follow these steps, you will need to know about *high school programs of studies*, about *yourself*, and about *careers*.

### **K**now About High School Programs

You can begin to learn about high school programs of studies by reading Chapter 2 in this booklet. Then get more information from your counselor and teachers. For each program offered, find out:

- What kind of diploma you will earn
- The number of units of credit needed for graduation
- The courses which are required and eighth grade courses needed to begin certain high school sequences of courses
- The electives (courses you may take which are not required)
- The kinds of education or work for which the program can prepare you

### **K**now About Yourself

To make wise choices, you also will need to understand yourself and your goals for the future. It is important, therefore, to take time to learn more about yourself. Here are some questions to answer which can help you understand yourself better.

### **My Abilities**

In which subjects do I do well in school? \_\_\_\_\_

What do I do well outside of school? \_\_\_\_\_

Which talents do I have? (play a musical instrument, sing, paint, dance, act, write, or other talents) \_\_\_\_\_

Which sport or sports do I play well? \_\_\_\_\_

### **My Interests**

Which subjects are most interesting to me in school? \_\_\_\_\_

Which activities are most interesting to me in school? \_\_\_\_\_

Which activities are most interesting to me outside of school? \_\_\_\_\_

What are my hobbies? \_\_\_\_\_

### **My Attitudes**

What is important to me in my life? \_\_\_\_\_

Which people are important to me? \_\_\_\_\_

Which activities are important to me? \_\_\_\_\_

Which possessions are important to me? \_\_\_\_\_

### **My Likes**

Which subjects do I like in school? \_\_\_\_\_

Which activities do I like in school? \_\_\_\_\_

Which activities do I like outside of school? \_\_\_\_\_

Do I like to be with other people much of the time? \_\_\_\_\_

Do I like to be alone much of the time? \_\_\_\_\_

Do I enjoy working with my hands? \_\_\_\_\_

Do I enjoy working in a group? \_\_\_\_\_

Do I enjoy reading? \_\_\_\_\_

### **My Goals**

What do I want to accomplish in high school? \_\_\_\_\_

What might I want to do after high school? \_\_\_\_\_

Ask yourself these questions and others of this kind. Do not be upset if you have trouble answering some of them. As you get older, your ideas and goals will become clearer. Talking with your counselor, parents, teachers, and friends can help you get a clearer picture of yourself. In addition, there is information in your school records about you and your school work. The results of tests you have taken are there, too. Ask your counselor to discuss this information with you.

**Know About Careers** You probably will not be ready for several years to choose a specific career. In planning your high school program, however, you will need to consider courses that can help you prepare for various careers which seem interesting to you. You will need to know about the education required for these careers.

Chapter 4 in this booklet is about careers. It tells about the work, skills, and interests of people in many jobs. There is information about high school courses which can help prepare you for these careers. Facts are given about the kinds of education needed for different jobs. There also are ideas for discovering which careers might suit you.

Read the chapter about careers. Follow the suggestions in it about ways to explore careers which interest you. When you plan your high school program, keep in mind what you have learned about careers and the preparation needed for them.

## HIGH SCHOOL PROGRAMS OF STUDIES

Building a high school program is much like building a house. You build a foundation and add the walls and the roof. You may think of these as the courses all high school students are required to take. You complete the house by making rooms and putting in wiring and plumbing; these are your elective courses, the ones you may choose to take. In building a house, it is important to select and use materials which will provide a strong and lasting structure. In choosing your high school program, it is important to plan a program which will prepare you for further education or for a job after you graduate.

### Units of Credit

You are given units of credit for courses you take and pass in high school. Usually, you get one unit of credit for each course passed. To graduate from high school, all students must earn a *total of at least 20 units of credit* in grades 9-12. Students who are planning to continue their education after high school, however, are advised to earn *at least 22 units of credit*.

### High School Diplomas

There are three types of high school diplomas offered in Virginia. These are the



20-Credit Diploma, the 22-Credit (Advanced Studies) Diploma, and the Special Diploma. There are different course requirements for each. These requirements will begin with students entering the ninth grade in 1984. In addition to taking the courses and earning the

credits required for the diploma you choose to earn, you will have to pass the state Minimum Competency Tests in order to graduate. The following sections give information about the three kinds of diplomas and the requirements for them.

**20-Credit Diploma** To earn the 20-Credit Diploma, you will have to meet the requirements in grades 9-12, as shown on the chart on page 6. If you get an average grade of "B" or better for your high school courses, you will receive a *Board of Education Seal* on your diploma.

See Chapter 2 for information about the academic, vocational, and other courses offered in high school. Also, talk with your counselor for further explanation.

**22-Credit (Advanced Studies) Diploma** To earn the 22-Credit Diploma, you will be required to take 22 units of credit in grades 9-12, as shown on the following chart. If you graduate with an average grade of "B" or better in your courses, you will receive a *Governor's Seal* on your diploma.

This 22-Credit (Advanced Studies) Diploma requires you to complete a mathematics sequence. This sequence includes Algebra I and two courses above the level of Algebra I. You also must complete a science sequence. This includes three units from earth science, biology, chemistry, and physics.

Eighth-grade students who successfully complete 9th-, 10th-, 11th-, or 12th-grade subjects will receive credit for these subjects. This credit will be counted for the specified subjects required for graduation. This credit, however, will not be counted for meeting the total number of units required for graduation in grades 9-12. Therefore, although you may meet some of the course requirements for high school while you are in the eighth grade, you still must earn the required 22 credits in grades 9 through 12.



**Special Diploma** A Special Diploma is awarded to handicapped students who earn the units of credit required by the Board of Education but do not pass the state Minimum Competency Tests. For this diploma, students must also complete the requirements of their Individualized Education Program.

A Certificate is given to the student in a program for handicapped students who has completed a course of study set forth by the local school board. A handicapped student who has completed an Individualized Education Program, but has not passed the Mini-

mum Competency Tests, also will receive a Certificate.

**Take All the Courses Required for Graduation** Talk with your parents and your school counselor about the kinds of courses you would like to take in each of your high school years. Plan your program carefully so that you will be sure to take all the courses required for graduation. There is a chart at the end of this booklet which you may use to plan your program.

# CHAPTER 2

HIGH SCHOOL SUBJECTS

31

32

## GETTING THE MOST FROM YOUR HIGH SCHOOL STUDIES

Whether you choose the 20- or 22-credit diploma, you must take and pass courses in the following subjects: English, mathematics, science, social studies, and health and physical education. If you choose the 22-credit diploma, you also will have to take and pass courses in at least one foreign language. In this chapter, you will find information about the various high school subjects. All of the examples of courses listed may not be offered at every high school. There is also a section to help you understand how to prepare for further education after high school.



**English** This subject will help you in all the other courses you take in high school. Some of the skills you will develop in your English courses will be listening, speaking, reading, and writing. Listening and speaking skills will help you understand the thoughts and ideas of others, and communicate your thoughts and ideas to them. Reading and writing skills will help you communicate and understand ideas through written words. You will have to take at least one English course each year. Many different kinds of English courses are offered.



**Mathematics** This subject has become very important for many careers in our highly technical world. The skills you will learn in mathematics courses also will help you in other courses, such as science and vocational and trade courses. In mathematics courses you will learn to use numbers, mathematical processes, and computers to solve many types of problems.



**Science** The need to understand science has become more important than ever before. Courses in science will help you better understand our technological society. They also are

necessary preparation for many careers. In your science courses, you will learn how to collect information and how to use the information to make judgments. You will study scientific facts and ideas and learn how to use them in your life and work. There are many different science courses you may take in high school.



**Social Studies** These courses help prepare you to become a responsible citizen. In social studies courses, you will learn about the history of people, societies, cultures, and

governments. You also will learn about people — their behavior, ideas, and achievements. Some social studies courses will help you understand how people have lived in the past and how they may live in the future.



**Foreign Language** Because of improved communication and increased travel, it is more important than ever before to know a foreign language. Being able to speak another language is useful in many careers. Studying a foreign language also helps you to understand people of other countries. It is advisable to take at least one foreign language while you are in high school.



**The Arts** These courses help you to develop skills and knowledge in art and music. You also will learn to appreciate the art you study.



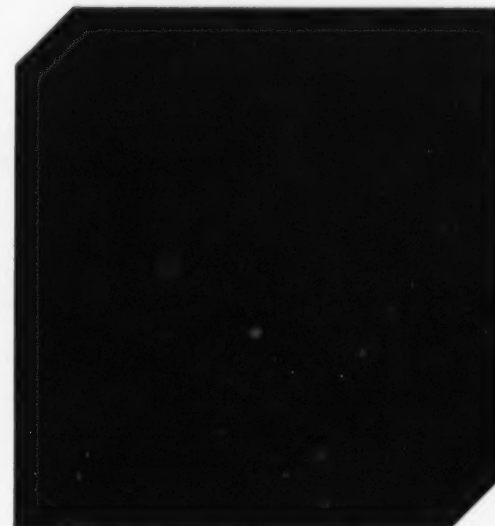
**Health and Physical Education** In health education, you will study nutrition, safety, alcohol and drug abuse, prevention and control of disease, first aid, environmental health, mental health, and physical fitness.

As part of health and physical education, you also can take driver education to learn how to drive safely. Classroom instruction in driver education is usually given in the first semester of the 10th grade. You may receive behind-the-wheel training when you reach age 16. This training may be given during the school day, the summer months, on Saturdays, or before and after school hours.

In your physical education courses, you will learn about individual and group sports and physical fitness. You will also be taught skills for sports, such as gymnastics, football, basketball, track, wrestling, swimming, baseball, field hockey, and volleyball. You are required to take two health and physical education courses while you are in high school. Both of these courses are called Health and Physical Education.

**Vocational Education** There are seven types of vocational education programs. Each of these programs is made up of courses about a particular vocational area. The courses will prepare you for more training in the vocational program area or for a job after graduation. The next part of this booklet tells about these programs and some of the courses in each.

**Agricultural Education** is a program which prepares you for work in agricultural occupations. It is a five-year program which begins in grade 8.



**Business Education** helps you explore occupations in business. It also prepares you for a job in this field. Students can receive training in one of the following areas: accounting and computing occupations, business data processing occupations, general office and administrative support occupations, and secretarial, word processing, and administrative support occupations. Part of the advanced office career training is a supervised, on-the-job work experience. During this time, students attend classes part of the day and work in an office part of the day.



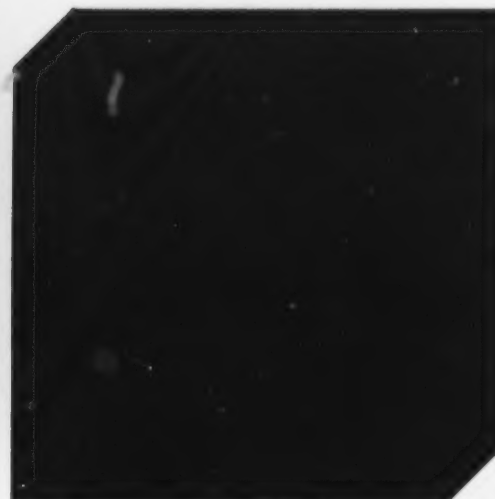
**Home Economics Education** gives you skills for personal living and for work. There are two programs within Home Economics Education. One of these is the Consumer and Homemaking program. In this program, you are taught how to be a wise consumer. You also receive training for the occupation of homemaking.

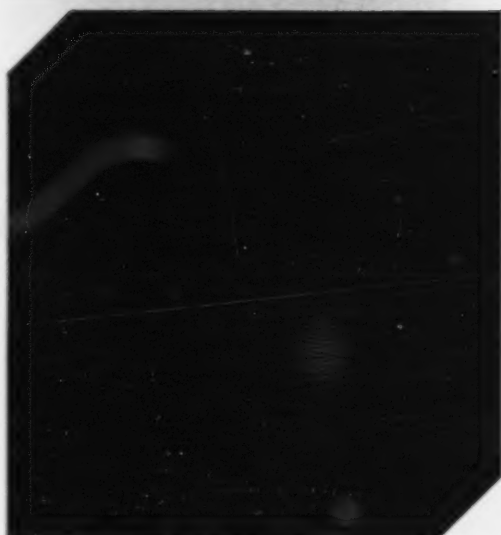
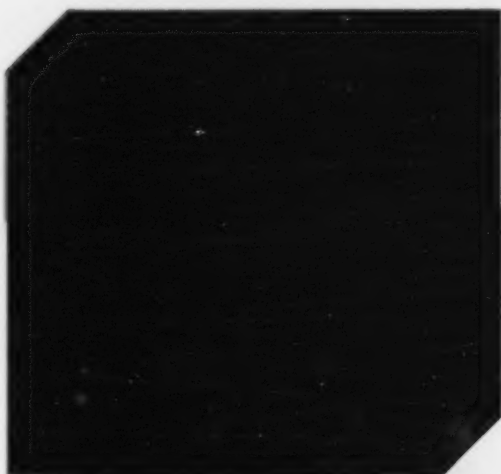
The second program is the Occupational Home Economics program. It prepares you for jobs which require home economics knowledge and skills. Students in this program get on-the-job training.



**Distributive Education** prepares you for work in the field of marketing. This field includes selling, buying, transporting, storing, sales promotion, market research, and management. In some parts of the program, students attend school for part of the day and work for the rest of the day.

**Health Occupations Education** provides training for some nursing, medical, dental, and allied health occupations. You can prepare to become a dental aide, orderly, housekeeping aide, therapy aide, or home health aide. Students get on-the-job training to help prepare them to work in nursing homes, clinics, medical and dental offices, hospitals, and private homes.





**Industrial Arts Education** prepares you to become a craftsman, technician, engineer, or an informed consumer in industrial and technical areas. Experiences in this program help students make better career decisions. Students learn basic skills for using industrial tools and learn how to solve problems in using materials. Knowledge of science is important in preparing for the occupations in this program.

**Trade and Industrial Education** trains you to work in trade and industrial fields as a skilled or semi-skilled craftsman. This program includes on-the-job training through the Industrial Cooperative Training program. In this training, you spend part of each day in class and part on the job.



## WHAT TO ACCOMPLISH IN SUBJECTS REQUIRED OF MOST HIGH SCHOOL STUDENTS

While you are in high school, you will be preparing for the future. Therefore, you should learn as much as possible during your high school years. This will mean taking the courses you need, attending classes, studying, and completing homework assignments.

There are certain subjects which most high school students must take. These subjects are required because of their importance to you throughout your life. Knowledge of these subjects is necessary to continue your education after high school and to enter most careers. This knowledge is also important because it will help you become a responsible citizen and prepare you to live in a changing world. This section of the booklet will give you an idea of what you will need to learn in these subjects.

**English** It will be important for you to get a good background in your *English* studies. You should learn how to read with understanding and develop skill in writing. You must learn how to use English correctly. In addition, you should read many different kinds of books while you are in high school.

**Mathematics** You should learn how and



when to use *mathematics* to solve problems. It will be important for you to study algebra, geometry, and other advanced math courses such as trigonometry and calculus. You also will need to learn about computers and how to use them.

**Science** You should get good preparation in *science*. It will be important for you to learn how to gather scientific information in the field and laboratory and to do research. You should learn to understand the meaning

of scientific information. You should also develop understanding of the life and physical sciences, including earth science, biology, chemistry, and physics.

**Social Studies** This is another subject in which you should get a good background. In your *social studies* courses you should gain knowledge of history, politics, and economics. It will also be important for you to learn about world events and relations between the United States and other nations.



**Foreign Language** When you study a *foreign language* in high school, it will be important for you to develop skills in using and understanding the language. You will need to learn how to speak in that language, to ask

and answer questions, and to pronounce the words correctly. You should also learn how to write, read, and understand written material in that language.

## STUDYING AND HOMEWORK

To do well in your studies, you will need to spend time outside of school studying and doing homework. Usually, about two hours should be used each school day for this purpose. Here are some tips about how to study and do homework.

- Use a small notebook for listing all study assignments and homework.
- Ask your teachers any questions you may have about your studies and assignments before you leave school each day.
- Be sure to bring home from school the books or materials you will need for studying and doing your homework.
- Set aside the same time each day for studying and homework.
- Have a quiet place for studying—one that has a desk or table for writing, good lighting, and a comfortable chair.
- Keep on hand paper, pencils, pens, and other supplies such as a dictionary, atlas, and ruler.
- Plan your time so that it is divided among the subjects you must study.

- Avoid doing other activities during your study time. Use this time for homework and studying only.
- Take notes of important information as you study.
- Start your studying well in advance when preparing for a test. Study the material in at least two separate sessions. Avoid cramming.
- Keep up with your homework.
- Ask for help from your parents and teachers if you have difficulty with homework.
- Check your homework when you have completed it. Be sure that all assignments are done. Ask one of your parents to look it over with you.

## WHAT TO DO IF PROBLEMS OCCUR

Most people have problems from time to time. For high school students, these problems are usually about school work, grades, activities, friends, part-time jobs, health, or other personal matters. Such problems can make it difficult for students to study and learn.

If problems occur for you during high school, get help for them before they become serious. Talk with your parents so they may help you. You may get help at school, too. Your counselor is trained to understand students and to help them solve their problems. Your teachers and principal also will want to help you. Feel free to go to any school staff member for help when you need it.

# CHAPTER 3

SPECIAL PROGRAMS AND ACTIVITIES



## FIND OUT ABOUT SPECIAL PROGRAMS AND ACTIVITIES

There are some special high school programs, activities, and information about which you should know. In this chapter you will find brief sections about each of these.



## GUIDANCE AND COUNSELING PROGRAM

The guidance and counseling program is for all students. It consists of several kinds of services; these include individual and group counseling, group guidance, individual and group career development testing, educa-

tional planning and placement, and career planning and placement. Through this program, you can learn about your abilities, aptitudes, interests, goals, and behavior. You also can learn skills to communicate better and to deal with your concerns. This program is set up to help you make your educational, career, and personal decisions and plans.

## CAREER EDUCATION PROGRAM

The purpose of the career education program is to help students learn more about careers and themselves. In exploring careers, you will learn about the different kinds of work people do and the skills and abilities they need for their jobs. You will also find out how the knowledge and skills you learn in your school subjects are used in different occupations.

Career education activities are usually included in the courses you take. In addition, you may use the career resource center in your school to explore careers and learn about the education needed for them. These experiences can help prepare you to make your future career choices.

## TESTING PROGRAM

Your school's testing program will provide you, your parents, and teachers with informa-

tion about you. This information is useful in planning your educational program in high school and in making future educational and career choices. Many of the tests you take in high school are required of all students in certain grades or courses.

### **Achievement and Educational Ability Tests**

In addition to tests made up by your teachers and other tests given in your school to find out what you are learning, you will take an achievement test and an educational ability test when you are in the 11th grade. The achievement test will give you an idea of what you have learned in language arts, reading, mathematics, social studies, science, and the use of reference materials. It will also help you understand how well you can use in real life situations what you have learned in school. The educational ability test will provide a picture of how well you can work certain kinds of problems using words, numbers, and shapes.

**Minimum Competency Tests** In the late winter or early spring of the 10th grade, you will take the state Minimum Competency Tests. These tests measure your skills in reading and mathematics. All students must pass the tests in order to earn a 20-Credit or 22-Credit Diploma. Students are given a total of five chances throughout grades 10, 11, and 12 to pass, if they do not earn passing scores the first time.

**Career Development Tests** There are several types of career development tests which you may take in high school. These

include both individual and group tests. The purpose of these tests is to help you make career decisions which are best for you.

- Interest inventories are used to help you understand your interests and which careers have workers with these interests.
- Aptitude tests are given to help you understand how easily you may be able to learn the skills needed for different careers.
- Work values inventories give you information about what is important to you and which careers have workers with these same values.

If you would like more information about yourself for making career choices while you are in high school, see your counselor. You may expect the results of the tests you take in high school to be explained to you by your counselor or teachers. Your parents also will be told the results of standardized group tests you will take.

## **PROGRAMS FOR GIFTED AND TALENTED STUDENTS**

These programs are offered at all public high schools in Virginia. Students selected for these programs are given special learning experiences. To be selected, a student must be outstanding in one or more of the following ways:

- Have a high level of intelligence, as shown in tests and school work
- Show outstanding achievement in a subject area, such as mathematics, science, or language
- Have unusual talent in the visual or performing arts, such as drama, music, drawing, or dance
- Have unusual talent in a vocational-technical area, such as electronics, data processing, home economics, or agriculture
- Show ability to provide leadership and get along well with others
- Show creative and productive thinking ability, including imagination, and the ability to develop new and interesting solutions to problems

In addition to participating in gifted and talented programs, these students usually are enrolled in advanced, or honor, courses in some subjects. Many of them take advanced placement courses in high school to get college credits. Some also take courses for college credits at community or four-year colleges and universities while they are still in high school.

If you are now in a Program for Gifted and Talented Students, you probably will continue in one while you are in high school. However, if you are not in such a program and are interested in it, talk to your school counselor. The next sections of this booklet describe two programs offered on a statewide basis for gifted and talented students.

**Governor's School Program** This is a program for gifted and talented students go-



ing into their junior or senior year in high school. The Governor's School Program is held in the summer and lasts from four to six weeks. To participate, students must be nominated by their high schools. Those selected for the program live at a college or university in Virginia. They take courses in subjects of their choosing. Courses are offered in mathematics, science, the humanities, and in the visual and performing arts. The only cost to students is for their transportation to and from the college or university.

### **G**overnor's School Interest Centers

These centers are located at colleges and universities in many parts of the state so students may commute to them for classes. Students are able to take courses during the summer in subjects in which they have special talents or interests. Such courses as music composition, theater, sculpture, marine environments, fresh water environments, and biochemistry are offered. Students pay only for their transportation and lunches.

## **A**DVANCED PLACEMENT PROGRAM

This program is for students who want to take certain courses in high school that may give them college credit, advanced placement in college, or both. High schools provide instruction in these courses. They also test the students, using tests provided by the College Board. The results of the tests are sent to the colleges to which the students apply. The colleges then decide whether or not to give advanced placement, college credit, or both to these students.

## **A**DVANCED STUDIES (HONORS) PROGRAM

This program is for high school students who can do advanced work in one or more subjects. Advanced (honors) courses are usually offered in all academic subjects. Generally, students are recommended for them by their teachers and counselors. Recommendations are based on students' grades and test scores. You may take one or more of these courses, depending upon your abilities, interests, and the recommendations of your teachers and counselors. Sometimes you may get college credits for the advanced (honors) courses you take.

## REMEDIAL PROGRAM

These courses are for students who are having difficulty with their studies. Remedial courses are offered in most academic subjects. Many students take remedial courses in reading or mathematics to help them better develop knowledge and skills in these subjects.

## SUMMER SCHOOL PROGRAM

Students may attend summer school to earn units of credit towards their high school graduation requirements. Some students choose to take courses in summer school which are of special interest to them or which they may not have been able to fit into their regular school schedules. Others may repeat courses in summer school which they did not complete satisfactorily during the school year.

## LIBRARY MEDIA PROGRAM

School librarians can be of great assistance to you while you are in high school.

They help students learn how to locate and use the reference books, media kits, computer programs, microfiche, and other materials in the library to get information for their studies. Librarians also assist students to select books for leisure reading and to use college and school catalogues and career information materials.

## SCHOOL SOCIAL WORK/VISITING TEACHER PROGRAM

School social workers and visiting teachers help students who have problems at home which interfere with their school work. By working with students, their families, and with school and community programs, they try to solve problems in the best interest of the students and other family members.

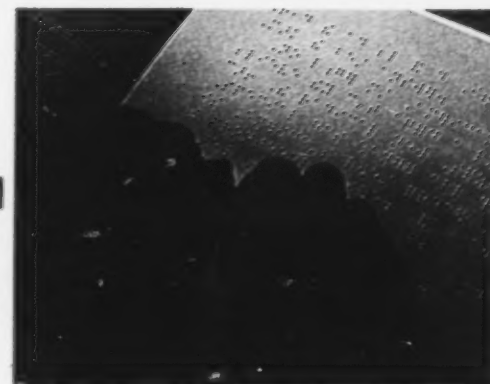
## SCHOOL PSYCHOLOGY PROGRAM

School psychologists are available to assist students having serious problems in school. They often use tests as a basis for working with students to help find answers to problems.

## PROGRAMS FOR HANDICAPPED STUDENTS

Programs are offered at public high schools throughout Virginia for students who need special kinds of education and support services. If your parents and school decide that this program can help you, you will take some special education classes. They will be taught by teachers especially trained in special education. You also may take some classes which are taught by other teachers. This program will prepare you for further education or a job after high school.

If you are in a program for handicapped students in high school, you may earn a 22-Credit diploma, a 20-Credit diploma, a



*Special diploma, or a Certificate.* (See pages 6 and 7 for information about these.)

**Individualized Education Program** An Individualized Education Program (I.E.P.) is written by the school and the student's parents for each student in a special education program. An I.E.P. is a plan to help that student learn. It is based on the student's needs and interests. It tells what classes the student will take and what the student should learn. It can include vocational and physical education courses and career development activities, as well as academic courses.

The I.E.P. also includes related services needed by the student to succeed in school. Services may be transportation, counseling, speech or hearing therapy, physical and occupational therapy, social work, or many others. I.E.P.'s are updated each year so students may take programs which best suit them.

**Alternative Education, Day Schools, and Regional Programs** Sometimes a local school division cannot give some handicapped students the kinds of special education programs they need. When this happens, the students attend schools in other places which have programs for them. These schools are as close as possible to their homes. There are no costs to students or their parents for this education or for needed transportation.

For more information about these programs, you and your parents should talk with your principal, counselor, the supervisor of special education, or superintendent in your school division.

## SCHOOL NURSE PROGRAM

Another important program in some high schools is the school nurse program. The school nurse works with all students to provide health services, health instruction, and health counseling. Sometimes the school nurse may suggest to parents that medical care for students be obtained.

## HOMEBOUND AND HOSPITAL PROGRAMS

Instructional services for homebound or hospitalized students are also offered in your school division. These services are usually provided for limited periods of time, as needed.

## EXTRACURRICULAR ACTIVITIES

In addition to attending classes in high school, you also will be able to take part in extracurricular activities. These activities may include interest clubs, sports, drama, the school newspaper, yearbook, student government, and, in some schools, chorus, band,

and orchestra. The number and kind of these activities will differ from school to school.

## COSTS

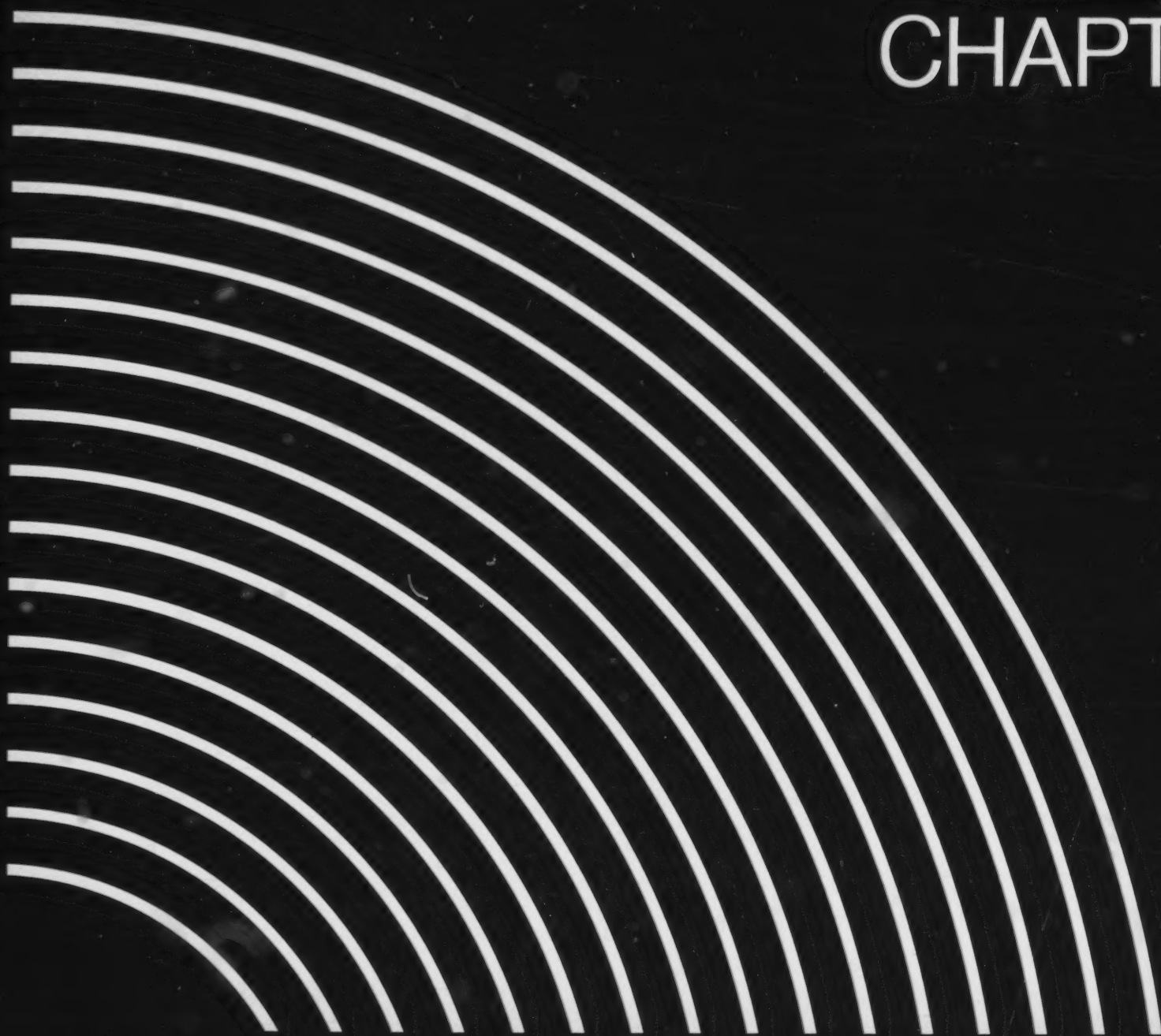
Your high school education is paid for through local and state taxes. There are some costs, however, that your parents or you will have to pay. These costs differ from school to school. In some schools there may be charges for books, lockers or locks, physical education uniforms, or labs in some science courses. There may also be some other expenses if you choose to participate in certain activities. These include fees for athletic events, concerts, plays, or class functions such as dances or trips. Students who are concerned about being able to pay these costs should talk with their counselors or teachers. Often, help is available in schools for students who have difficulty with such costs.

**For More Information** To get more information about any of the programs, activities, or areas discussed in this booklet, you and your parents may contact your counselor, principal, or division superintendent. You also may write to:

Public Information and Publications  
Virginia Department of Education  
James Monroe Building  
101 North 14th Street  
Richmond, Virginia 23216

# CHAPTER 4

CAREERS



## FIND OUT ABOUT CAREERS

In this chapter you will find information about 12 career areas as they are identified by the U.S. Department of Labor. For each career area, there are facts about the kinds of work people do, their skills and interests, and the education needed for many jobs. There are also suggestions for exploring careers and preparing yourself for them while you are in high school.



To get more information about careers of interest to you, talk with your teachers and counselors. Use career materials in the career resource center and library at your school. Some resources that will be particularly helpful are the *Dictionary of Occupational Titles*, the *Occupational Outlook Handbook*, and *Exploring Careers*, which are published by the U.S. Department of Labor, and the *Virginia Vital Information for Education and Work (VIEW) System*. While you are in high school, attend career fairs and college nights. Take advantage of every opportunity to talk with workers in careers which interest you.



# ARTISTIC CAREERS

People in artistic careers express creative ideas and feelings through their work. They do many different kinds of work and use various types of material.



- *Literary artists* write stories, poems, books or plays.
- *Visual artists* paint, draw, design, sketch, photograph, and decorate.
- *Performing artists* act, dance, or play musical instruments.
- *Technical artists* do graphics, crafts work, and product decoration. They use wood, clay, stone, metal, leather, jewels or other materials to create or repair works of art.
- People in *amusement* careers perform magic acts, comedy acts, or announce performing acts.
- *Models* pose to help sell products such as clothing and cars. Some pose for visual artists or serve as stand-ins for actors and actresses during the making of films.

**Important Skills and Interests** People in artistic careers need to be able to express original ideas through their artistic skills, such as writing, speaking, dancing, singing, sculpting, painting, playing musical instruments, or taking pictures. They need to be imaginative and talented in their particular artistic area.

**Education Recommended** Most occupations in artistic careers require from two to ten years of education after high school.

**How to Prepare in High School for an Artistic Career** The best way to prepare for an artistic career is to take all of the high school courses needed to enter college. Be sure to include courses in literature and com-

position if you think that you are interested in a career in literary arts. Classes in music, voice, drama, dance, and speech will be helpful in preparing for a career in the performing arts. Art courses and some vocational education courses, such as graphic design and drafting, are valuable if you are considering a career in the visual arts.

## How to Explore Artistic Careers While You Are in High School

- Work for the school newspaper or yearbook.
- Write original stories or poems for school or community publications.
- Take dance, voice, drama, or music lessons.
- Perform in school or community plays.
- Enter public speaking contests and debates.
- Sing in a school or church choir.
- Play in the school band or orchestra.
- Enter your artistic work in competitions or exhibits.
- Develop a craft hobby such as leather working or pottery.

Some of the many kinds of artistic careers and the education recommended for them are included in the chart on the next page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



65

66

# SCIENTIFIC CAREERS

People in *scientific careers* collect and study information about the natural world to solve scientific problems.

- *Physical scientists* study the earth and the universe. This group includes mineralogists, astronomers, geographers, and physicists.
- *Life scientists* study plants and animals. Life scientists include biologists, botanists, ecologists, biochemists, and animal scientists.
- *Medical scientists* study, diagnose, and treat sickness and injuries of people and animals. Included in this group are physicians, dentists, psychiatrists, and veterinarians.
- *Laboratory technologists* help physical, life, and medical scientists in their work. They set up and run experiments, test products, and analyze samples of materials.

**Important Skills and Interests** People in scientific careers need to have strong interests in science and mathematics. They should enjoy solving problems. They also must be precise and accurate in their work.

**Education Recommended** Most occupations in the scientific career area require from four to 12 years of education after high school. For example, most physicians complete four years of college and four years of medical school. After medical school, they must have at least three more years of study in a hospital.

People in physical and life sciences generally continue their education beyond four



years of college. Laboratory technologists, however, usually need only two to four years of college.

**How to Prepare in High School for a Scientific Career** The best way to prepare in high school for a scientific career is to take all of the courses necessary to enter college. It is important to take science courses such as chemistry, biology, physics, and earth

science. If your high school offers classes in laboratory technology, you may find them helpful in preparing for a career in this field. You should also take algebra, geometry, and advanced mathematics.

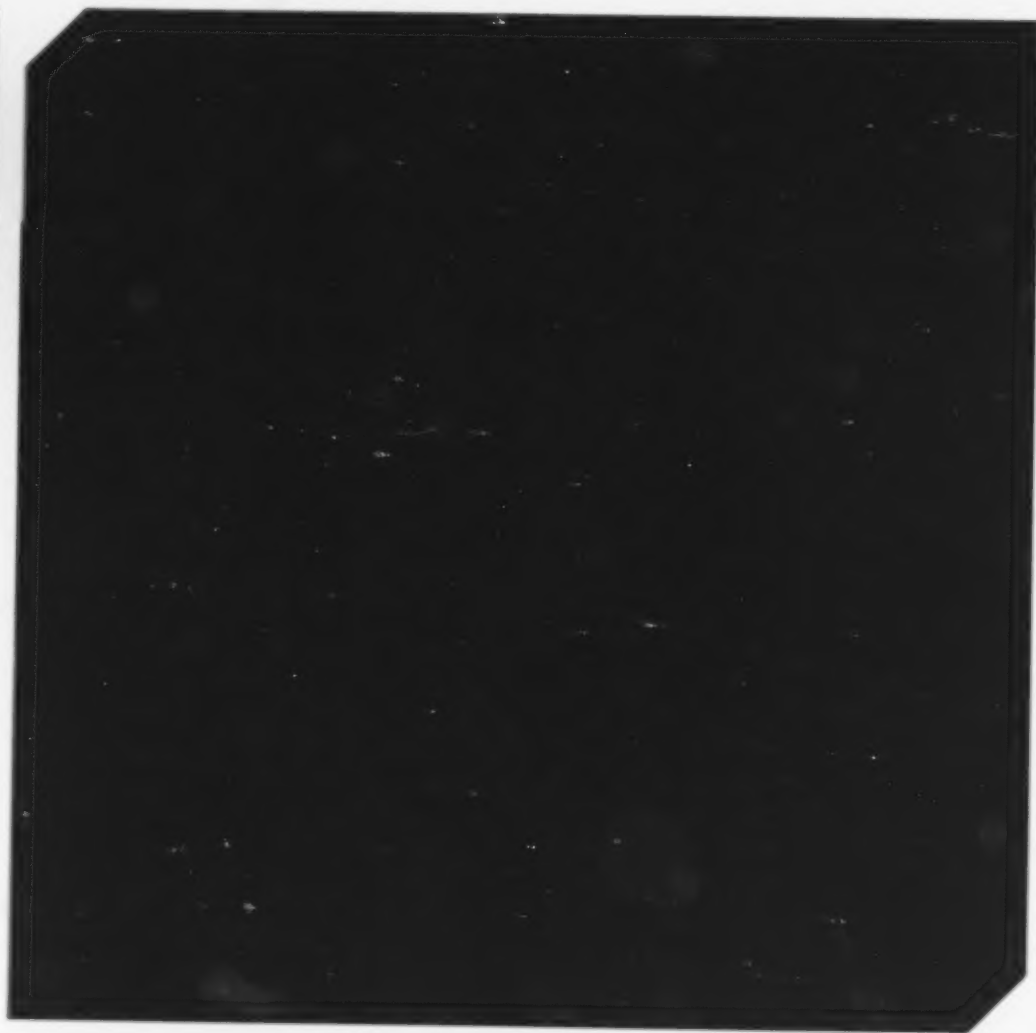
**How to Explore Scientific Careers While You Are in High School**

- Join a science club.
- Enter science fairs.



- Participate in research projects and field trips in mathematics and science.
- Join a scout troop and participate in career exploration activities.
- Obtain part-time work or volunteer experience which will allow you to work with plants or animals.
- Acquire first-aid training.
- Do volunteer work in a hospital.
- Read scientific or technical manuals, journals, books, and magazines.

Some of the many kinds of scientific careers and the education recommended for them are included in the chart on this page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



# NATURE CAREERS

People who work in *nature careers* are trained in the care of plants and animals. They work in the four areas described below.

- People in *managerial work* in this field plan and direct the work of supervisors and crews on farms, ranches, and fish hatcheries, at logging or lumber companies, or in horticulture and landscape businesses.

- Workers in *general supervision* supervise workers who plant and harvest crops, or care for livestock.
- *Animal training and service* workers provide care, feeding, and training for animals. Some train dogs and other animals to obey or perform in shows. Others take care of animals at zoos or animal shelters.
- People in *elemental* jobs plant and harvest crops, set commercial fishing nets, cut timber, or drive large farm equipment.



**Important Skills and Interests** Most people in nature careers work outdoors. They need physical strength and must be able to get along with different kinds of people. Managers and supervisors must be able to direct and organize the work of others.

**Education Recommended** Managers and supervisors in nature careers generally must have an agricultural degree from a two- or four-year college or university. Many occupations in animal training require graduation from high school and some special training afterward. This training is usually provided by employers. It may last only a few weeks or may be as long as four years. Other training programs are offered by vocational schools and two- and four-year colleges. Most jobs in elemental work usually require no formal training after high school.

**How to Prepare in High School for a Nature Career** To prepare for work as a manager or supervisor in this career area, it is best to complete all the courses necessary to enter college. Mathematics, science, and English courses will be especially helpful.

Other occupations in this field require at least a high school diploma. Therefore, take all the high school courses required for graduation from high school. It may also be an advantage to take vocational education courses in agriculture and business management.

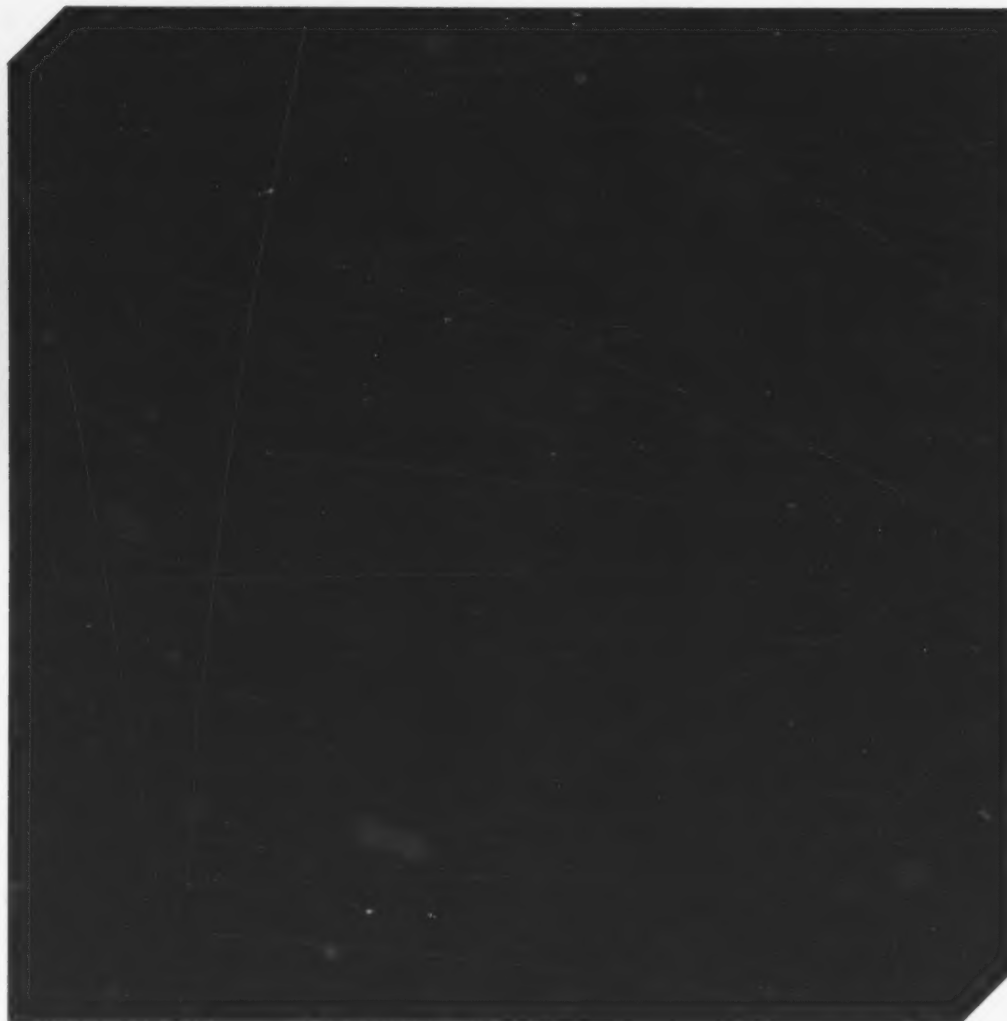
**How to Explore Nature Careers**

- Join the Future Farmers of America.
- Join a 4-H Club.



- Get a part-time job on a farm, at a pet store, a plant shop, or a nursery or lawn care business.
- Volunteer to take care of plants and animals for people in your neighborhood.
- Plant your own garden.

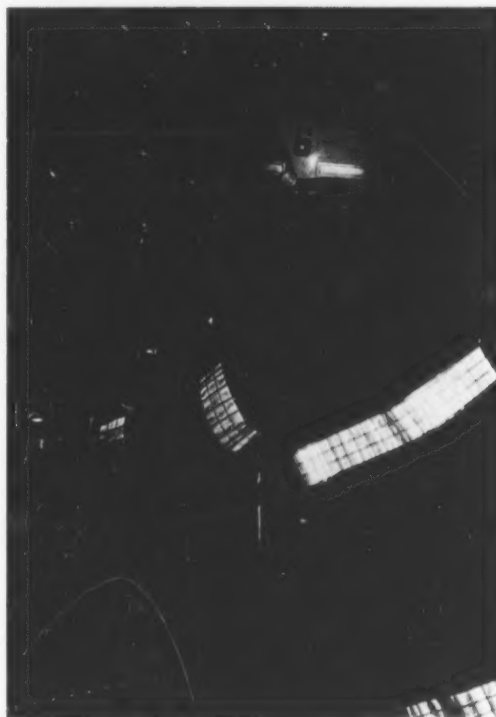
Some of the many kinds of nature careers and the education recommended for them are included in the chart on this page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



# AUTHORITY CAREERS

People in *authority careers* enforce the law and protect people and property. They are employed in *safety and law enforcement* and *security services*.

- Workers in *safety and law enforcement* carry out laws and regulations related to the welfare and safety of the public. Some



75

people in this field investigate crimes and make arrests when indicated. Others investigate the causes of fires, train others in the field, or plan community safety programs.

- *Security services* careers involve protecting people and property from illegal acts, such as robbery and vandalism. They also protect the public from hazardous situations such as traffic conditions or chemical wastes.

**Important Skills and Interests** People in protective careers need to be in good physical condition. They must use good judgment in working with others and be able to accept responsibility. They also need to understand laws and regulations.

**Education Recommended** Some occupations in protective careers, such as FBI agents and crime lab workers, require the completion of four years of college. Other occupations, such as prison guards or police officers, require a high school diploma.

**How to Prepare in High School for an Authority Career** If you are interested in preparing for a safety and law enforcement career, you should take the high school courses necessary for entering college. For a job in security services, you will need a high school diploma. Employers usually provide training for security service workers. This training can last up to one year.

**How to Explore Authority Careers**

- Be a volunteer for a rescue squad, police, or fire department.

- Take lessons in wrestling, karate, or judo.
- Join the Civil Air Patrol.
- Become involved in school or community safety programs.

Some of the many kinds of authority careers and the education recommended for them are included in the chart below. There are many others not listed here. Check the career fields of interest to you and find out more about them.



76

# MECHANICAL CAREERS

People in *mechanical careers* work in many different kinds of jobs. They use knowledge of mechanics, mechanical techniques, and machines or hand tools in their work.

- *Engineers* use science and mathematics to plan, design, and direct the development of new methods and products. Some plan and supervise the construction of roads, airports, bridges, dams, and mining projects. Others do research to solve engineering problems. There are specialized areas of engineering; these include electrical, mechanical, civil, chemical, marine, aeronautical, nuclear, and industrial engineering.
- *Managers* in the mechanical field plan, coordinate, and direct the technical work in manufacturing, mining, construction, transportation, and communications companies and agencies.
- *Engineering technologists* do technical detail work needed by engineers to carry out their activities. They perform tasks such as gathering data and writing reports, making maps or drawings, and surveying land.
- People in *air and water vehicle operations* fly airplanes and navigate ships to move people and products. Some workers in this field supervise others. Considerable travel and the use of technical equipment are involved in many of these jobs.
- *Craft technologists* use their hands or machines to perform highly skilled work in manufacturing, printing, construction, and



restaurant work. Some assemble engines, lay bricks, build furniture, direct food preparation, install plumbing, or repair equipment.

- *Systems operations workers* operate and maintain the equipment used in mechanical systems. They may be responsible for generating and distributing heat, air conditioning, electricity, or water.



- People in *quality control* are responsible for making sure that safety and production standards are met. They inspect, measure, or test equipment and products for safety and performance.
- *Land vehicle operators* operate trucks, vans, trains, or ambulances to move cargo short and long distances.



- Workers in *materials control* fill orders, ship, store, and receive materials. Some are responsible for ordering supplies and checking to see that all items which have been ordered are received.
- *Skilled hand and machine workers* use tools or other equipment to adjust, repair, install,

and prepare materials and products. Some prepare food in restaurants and hotels.

- *Equipment operators* use heavy machinery to drill, mine, dig or move materials. They operate equipment such as cranes, mining machinery, bulldozers, and steam rollers.
- People in *elemental work* perform tasks such as carrying heavy materials, cleaning work areas, digging trenches, and preparing large items for shipment.

**Important Skills and Interests** Most people in the mechanical career field must be good at solving problems and working with numbers. Their jobs generally require a basic knowledge of mathematics and geometry. They must be precise and careful in their work and able to imagine a finished product when seeing a blueprint or design.

Because workers in this field often work in teams, they need to be able to get along with other people. They also need to write and speak well.

**Education Recommended** Different occupations in the mechanical career area have different entry requirements. Some, such as engineering, require between four to ten years of education beyond high school. Others, such as engineering technology, require two years of education after high school. Jobs in skilled hand and machine work and in equipment operation usually require a high school diploma. In addition, vocational training through an apprenticeship program or technical school is needed. In jobs requiring only a high school diploma, workers are generally given some on-the-job training.

**How to Prepare in High School for a Mechanical Career** To prepare for an engineering career, take a high school program of studies which will prepare you for college. High school courses in algebra, geometry, advanced mathematics, physics, and chemistry are important for both engineering and engineering technology careers.

A high school diploma is an important first step in preparing for most mechanical careers. Vocational education courses in mechanical and technical areas and in the trades and industries are good preparation for many occupations in this field.

**How to Explore Mechanical Careers While You are in High School**

- Build models.
- Repair and build electronic equipment such as clocks, radios, stereos, or televisions.
- Learn mechanical drawing.
- Read magazines and books about mechanical or technical topics.
- Rebuild or repair cars and other old vehicles.
- Learn how to read blueprints and diagrams.
- Help build and repair houses or other buildings.
- Visit a mine or an industry that manufactures a specific product.
- Get a part-time or summer job with a construction company or a manufacturer.

Some of the many kinds of mechanical careers and the education recommended for them are included in the chart on the next page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



81

82

## INDUSTRIAL CAREERS

People in industrial careers work in factories. They usually repeat the same tasks each day. They work in the four general areas described in the following sections.

- *Production technologists* perform complex work, either by hand or by using special machines or processes. For example, they may set up machines to stitch shoes, blow

glass to make delicate glass tubing, supervise workers on an assembly line, or inspect aircraft parts.

- *Production workers* use their hands or machines to make products such as clothing, books, packaged foods, and furniture. Many operate machinery on production lines, or work at benches, assembling parts.
- *Production control* in industrial careers involves seeing that manufactured products meet quality standards set by the company

and/or the government. For instance, quality control workers may check to see that glass products made by their company have no chips, scratches, or other defects.

- People in *elemental work* in industry perform very routine tasks. Some feed material into machines for processing. Others check the machinery and equipment to make sure that goods are being produced on schedule. Most of these people work on assembly lines in manufacturing companies.



**Important Skills and Interests** It is important for workers in industrial careers to be able to follow directions, be accurate, and work well with others. They also must be well-organized, work well under pressure and have good personal judgment.

**Education Recommended** Because of the variety of occupations in the industrial careers field, the amount of education needed to qualify for different jobs varies. The requirements range from a high school diploma to a college degree. Some employers provide training for their employees in some of these occupations. This training can be formal class-work or informal instruction from a supervisor. Some workers in this field start as helpers and, after years of training and experience, are promoted to higher-level jobs.

**How to Prepare in High School for an Industrial Career** If you are interested in an industrial career, it will be important for you to earn a high school diploma. For some industrial careers you also will need a college education.

Vocational education courses in high school are excellent preparation for most industrial careers. In your program of studies be sure to include vocational education courses such as machine trades, drafting, and technology and industry.

### **H**ow to Explore Industrial Careers

- Work with hand tools and machines.
- Read mechanical or automotive magazines and books.
- Build models.
- Repair cars, motorcycles, or bicycles.
- Tour manufacturing plants.

- Build or repair radios, televisions, and stereos.

Some of the many kinds of industrial careers and the education recommended for them are included in the chart below. There are many others not listed here. Check the career fields of interest to you and find out more about them.



## BUSINESS DETAIL CAREERS

People in *business detail careers* usually work in office settings. They do work which requires accuracy and attention to detail. Their work is important to the overall operations of businesses. Occupations in this career field are grouped in the seven areas described in the following sections.

- *Administrative detail careers* involve technical clerical work such as typing, shorthand, organizing business activities for employers, and keeping business records. Some people in administrative detail careers also direct the clerical work of others.
- People in *mathematical detail jobs* perform clerical work which deals with numerical data. They gather, organize, compute, or record numerical information. They may compute the cost of labor, materials, energy, and equipment to make a new product. They may check the figures submitted by another office to make sure they are accurate.
- People in *financial detail careers* often work with the public. They receive or pay money for goods and services. Sometimes they keep records of payments. As part of their jobs, they may operate cash registers, adding machines, or computer terminals.
- Some jobs in *information processing* involve talking to many people in person or by telephone or radio during a typical work day. These workers take orders, give information, operate switchboards, interview

people, or register people for various services.

- Other jobs in *information processing* involve working with records. People in these jobs prepare, review, maintain, route, distribute, and coordinate business records. They also perform such tasks as sorting mail, coding documents, and filing records.
- *Clerical machine operators* use various business machines to record or process information. They use machines such as word processors, billing machines, memory typewriters, computer terminals, and key punch machines.
- Routine office tasks are performed by people in *clerical handling careers*. These workers may take messages, pick up and sort mail, and deliver materials.

**Important Skills and Interests** People in most business detail careers need to be able to speak and write clearly. In many jobs, they must be accurate in recording and computing numbers. It is important that workers in this field have good skills in spelling, grammar, or mathematics. They also must be able to perform detailed work and be courteous in dealing with the public.

**Education Recommended** Some occupations in the business detail field require only a high school education. However, more and more employers are seeking people who have completed at least one or two years of education in business or secretarial training

after high school at a technical or vocational school or community college.

**How to Prepare in High School for a Business Detail Career** Completion of all the courses necessary for high school graduation is necessary for business detail careers. Important courses to take are those that develop your language, mathematical, business, and clerical skills.

### How to Explore Business Detail Careers

- Join Future Business Leaders of America.
- Join Distributive Education Clubs of America.
- Volunteer to work in the high school office.
- Serve as the secretary for a school or community group or club.
- Serve as the treasurer of a school or community group or club.
- Hold a part-time or summer job as an office helper.
- Hold a part-time or summer job as a sales clerk or cashier.
- Volunteer to help conduct a community survey.
- Collect stamps or coins.

Some of the many kinds of business detail careers and the education recommended for them are included in the chart on the next page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



# PERSUASIVE CAREERS

*Persuasive careers* involve convincing people to buy various products and services. Work in this field is grouped into the three areas described in the following sections.

- People in *sales technology* sell technical products and services such as industrial and telecommunications equipment, computers, medical supplies, financial planning, and insurance. They must have special knowledge of their products or services in order to make sales.
- *General sales* workers sell many different kinds of products such as clothes, food, jewelry, pets, books, or furniture. They may sell at stores or businesses, call on people in their homes, or contact them by telephone to make sales.
- People in *vending* jobs sell low-cost items such as snacks, programs, souvenirs, flowers, and vegetables. They work at sports events, restaurants, amusement parks, street stands, and farmers' markets.

**Important Skills and Interests** People in persuasive careers need to be able to convince people. They must have enthusiasm and good communications skills. Mathematics skills are also important. Workers in this field must be well-organized and be able to keep accurate records of their sales.

**Education Recommended** Occupations in persuasive careers require various levels of education. Most jobs in vending re-



quire no formal education after high school. Most sales technology occupations, however, require a two- or four-year college degree. Other sales occupations require on-the-job training, vocational training, or specialized college courses.

**How to Prepare in High School for a Persuasive Career** Taking all the courses necessary for high school graduation is good preparation for this field. If you are interested in a career in sales technology, you should

take a program which will prepare you to enter college. Vocational education courses in marketing and occupational education can be very helpful in preparing for a persuasive career. In addition, courses that develop your language and basic mathematics skills will be important in your preparation.

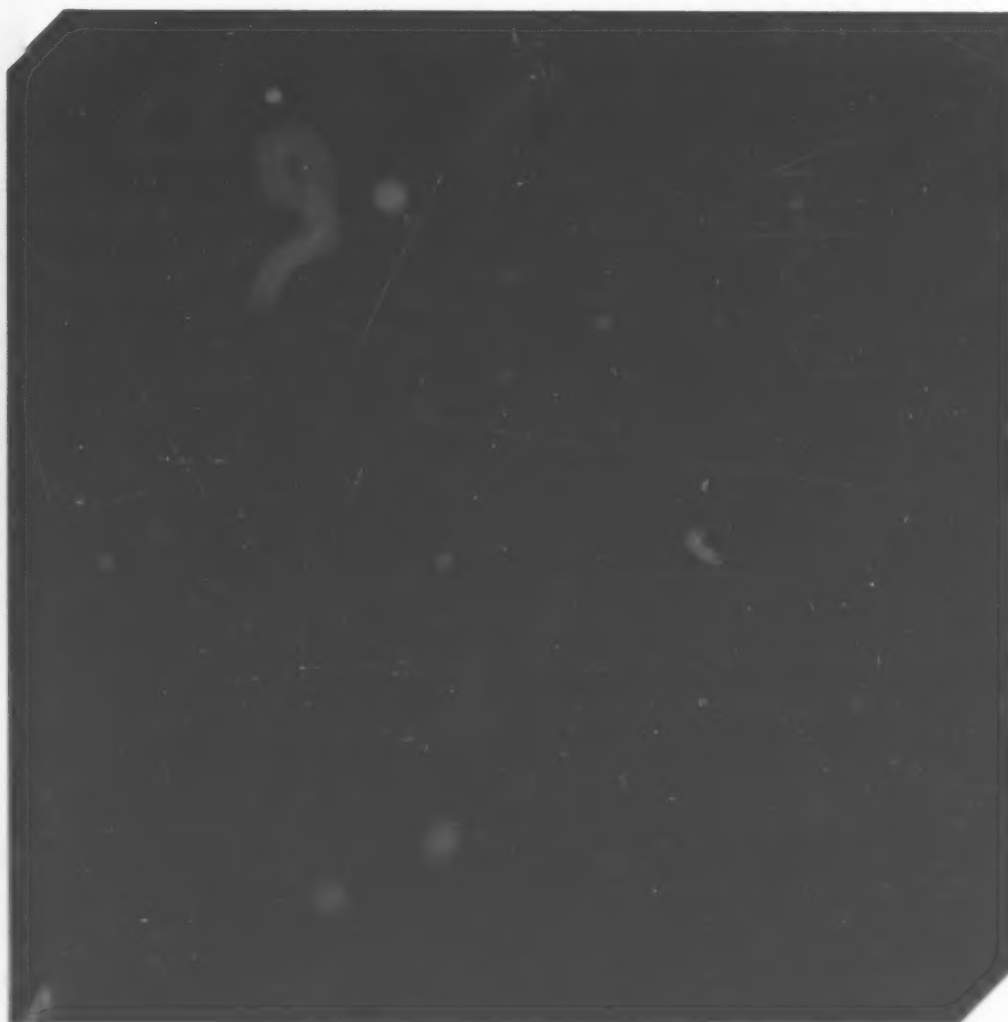
**How to Explore Persuasive Careers**

- Participate in public speaking contests and debates.



- Work part-time or during the summers as a salesperson.
- Join Junior Achievement.
- Sell items door-to-door.
- Volunteer to collect money for charitable organizations.
- Sell programs at school events.
- Work at a bake sale, car wash, or yard sale.

Some of the many kinds of persuasive careers and the education recommended for them are included in the chart on this page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



## ACCOMMODATING CAREERS

People who provide services and conveniences for others are involved in *accommodating careers*. Jobs in this field are grouped into the five main areas described in the following sections.

People in *hospitality services* careers do such tasks as greet guests, seat customers, escort groups, or provide other personal services. They work for such businesses as airline, bus, and train companies; radio and television stations; movie studios; convention centers; and restaurants.

Workers in *barber and beauty service* careers provide hair, skin, and nail care to their customers. Some workers in this area wash hair while others cut and style it. Some of these workers are hired by department stores, hotels, and barber and beauty shops. Others own their own shops and are self-employed.

People in *passenger service* careers provide transportation for others by driving buses, taxis, and limousines. An important part of their work is keeping records of passengers and their destinations. These workers can be hired by taxi and bus companies, individuals, and government agencies. However, many workers in this area are self-employed and operate their own businesses.

*Customer service* careers involve providing various services to the customers of a business. They serve people in fast food restaurants or sell candy, food, and popcorn



in movie theaters. These workers are hired by places such as hotels, restaurants, stores, and amusement parks.

Workers who make life easier or more pleasant for people are involved in *attendance services* careers. They carry grocery bags or luggage, retrieve tennis balls, and clear tables in restaurants. They usually are hired by the same businesses that employ customer service workers.

**Important Skills and Interests** People in accommodating careers enjoy working with people and can put others at ease quickly. Workers in this area must be able to speak and write clearly. They must also have a pleasant disposition. Because the working conditions can be very demanding, it is necessary for workers to have good physical stamina.

**Education Recommended** Accommodating careers usually require at least a high school education. Some employers provide special training on the job; however, there are occupations in this area which require various levels of education beyond high school. Some two-year colleges and vocational schools provide programs of study for occupational areas such as flight attendant, cosmetology, and food service.

**How to Prepare in High School for an Accommodating Career** The best preparation for entering the accommodating career area is to complete all the coursework necessary for high school graduation. Courses in English skills and basic mathematics will be very helpful. Vocational education programs in areas such as cosmetology and food service can be very important in preparing for careers in this area.

**How to Explore Accommodating Careers**

- Help plan social activities for school or out-of-school groups.
- Participate in public speaking events.
- Read health and beauty magazines.



- Complete a driver education course.
- Read automotive magazines.
- Get a part-time or summer job at a fast food restaurant.
- Raise money for a school or community club.

- Serve refreshments at school dances and receptions.
- Take care of sports equipment for an athletic team.
- Collect tickets at a school play.
- Join a club at school.

Some of the many kinds of accommodating careers and the education recommended for them are included in the chart above. There are many others not listed here. Check the career fields of interest to you and find out more about them.

# HUMANITARIAN CAREERS

*Humanitarian careers* involve helping others with personal, social, vocational, medical, educational or spiritual problems. Jobs in this career area are divided into the three groups described in the following sections.

People who help others with many types of problems are called *social service* workers. They can work with one person or a group of people with special problems. Some social service workers may help handicapped people find special housing or new jobs. Others may comfort the sick through prayers and spiritual advice. Others help people make decisions about their education and careers. Schools, colleges, churches, rehabilitation agencies, hospitals, and employment agencies are among the places that hire social service workers. Some social service workers are self-employed.

People in *nursing and therapy services* careers work with the sick, the injured, and/or the handicapped. They provide a wide range of care for hospital patients. Therapists help patients to recover from injuries, illnesses, or emotional problems by teaching them new skills. Jobs in this area are found in such places as hospitals, nursing homes, rehabilitation centers, industrial plants, or doctors' offices.

*Child and adult care* workers provide many different services to young children and senior citizens. Some workers may help elderly people take care of themselves after serious illnesses. Others may plan special



learning activities for nursery school children, while others may administer first aid to the injured. Child and adult career workers are employed in such places as day care centers, clinics, hospitals, fire departments, and nursing homes.

**Important Skills and Interests** Workers in social service careers need to have a strong interest in people and their problems. They must gain the trust and confidence of others quickly. It is also important for these workers to think logically and to have strong communications skills. These workers often have to record information which is important to their supervisors; therefore, they need to be thorough and accurate. All workers in this area must be able to remain calm in an emergency.



**Education Recommended** Humanitarian careers have a wide range of educational requirements. Social service occupations usually require a four-year college degree, but some occupations, such as counselor or psychologist, can require two to six years of education beyond the four-year college degree.

Most occupations in the nursing and therapy services require formal education beyond high school. Therapists must complete at least a four-year college degree in a specialized area such as recreational therapy. Many of these specialized areas often require additional training beyond the four-

year college degree. Nursing occupations can require one of three types of nursing education programs: two-year college degree, three-year nursing diploma, or four-year college degree.

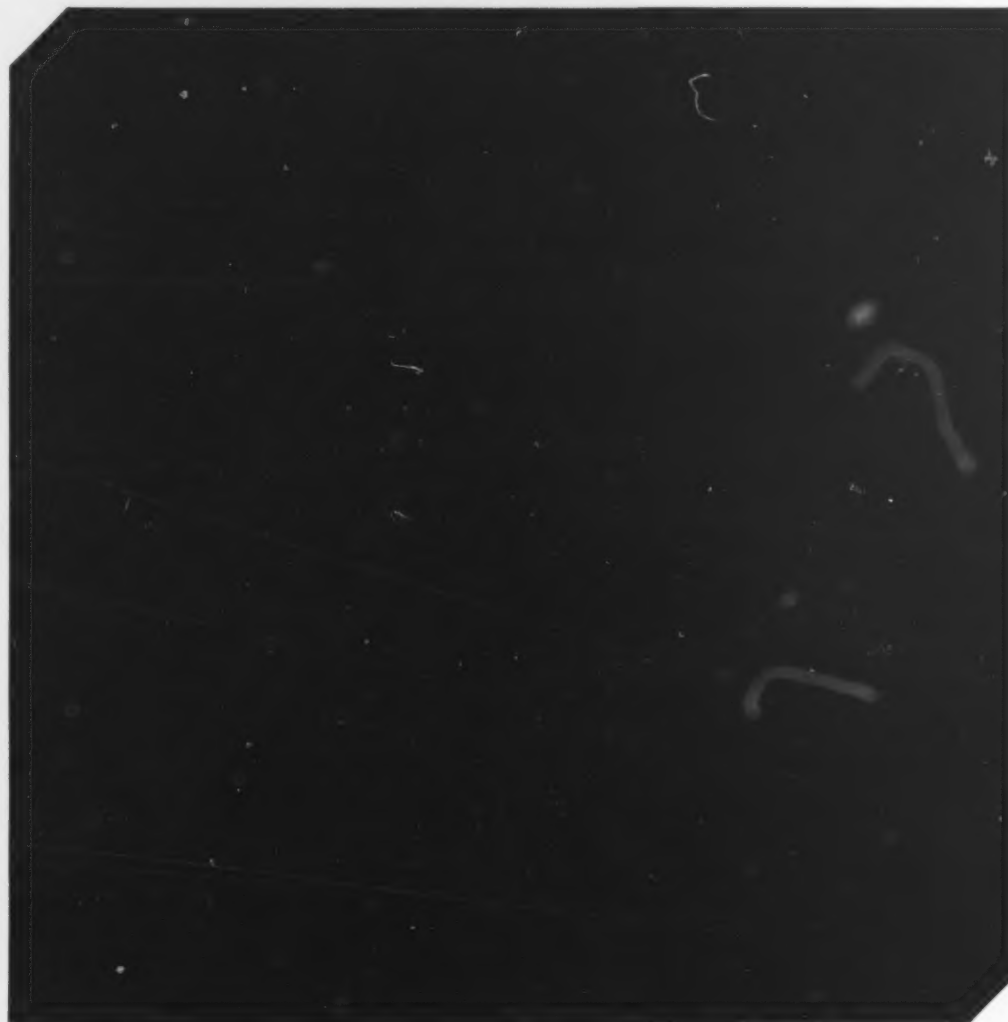
### **How to Prepare in High School for a Humanitarian Careers**

The best preparation for humanitarian careers is the completion of all high school courses required to enter college. High school courses in English skills, sociology, and psychology can be helpful in preparing for social service careers. Courses in biological sciences and chemistry are important preparation for nursing and many therapy careers. People interested in child and adult care occupations should also consider vocational education programs in health care or home economics.

### **How to Explore Humanitarian Careers**

- Do volunteer work at a hospital or nursing home.
- Join a service club in your school or community.
- Get a part-time or summer job as an aide or orderly in a hospital, clinic, or physician's office.
- Take a first-aid course.
- Teach a craft.
- Work as a camp counselor.

Some of the many kinds of humanitarian careers and the education recommended for them are included in the chart on this page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



## SOCIAL-BUSINESS CAREERS

In *social-business careers* workers use high levels of English and numerical skills to manage, teach, and persuade others. Their jobs are grouped into the 12 areas described in the following sections.

- *Mathematics and statistics* workers use mathematical and statistical techniques to study and interpret numerical data. Their work can be used to solve problems in business and science. It can also be used by planners, decision-makers, and researchers. Jobs in this area are found in schools, colleges, universities, businesses, industries, and government agencies.
- People in *education and library services* careers help others to learn, get information, and understand themselves. Librarians select, buy, recommend, and process reading materials for individuals and groups. Educators and specialized librarians can teach at every level of formal education. They can teach in nursery, elementary, middle, and high school, community colleges, and four-year colleges and universities. Some educators teach in business and industry.
- *Social research* workers study historical and current events as well as people and societies. They also study economic and human conditions. People in this career area are hired by schools, colleges, museums, businesses, research foundations, and government agencies.
- *Law* careers involve special knowledge of the laws which affect people and organizations. Lawyers advise and counsel clients on their rights, options, and responsibilities under the law. Lawyers can work for large companies and organizations or they can work for law firms. Some work for themselves. Paralegals or law clerks assist lawyers in their work. They help prepare legal documents and assist lawyers in preparing a case for court. Most paralegals and legal assistants work for law firms.
- People in *business administration* careers direct all or part of a company's activities. Lower level managers report to these workers and carry out the plans, directions, and policies which they set. Business administrators usually have a specialized knowledge that is important to their company's work. For example, they may be engineers, chemists, or bankers. They are employed by businesses, industries, professional associations, and government agencies.
- Workers in *finance* careers use numerical and analytical skills to design and study financial records and systems. Some workers set up accounting systems for businesses. Others examine the financial records of a company to make sure that the business is sound. Banks, loan companies, businesses, and government agencies are some of the places where these workers are employed.
- People in *service administration* careers direct programs and projects for health, welfare, education, or recreation agencies. They can administer such institutions as schools, colleges, hospitals, community agencies, and museums. Often these work-



ers have to report to a group of people who oversee their work. For example, a board of directors supervises the curator of a museum. A board of trustees oversees the president of a college.

- *Communications* workers research, write, edit, and interpret factual information. They may also translate material from one language to another. They write newspaper articles on local or national events. They also write speeches for businesses and scientific and technical reports. Jobs in this area are found with newspaper companies, publishing firms, radio and television stations, businesses, and government agencies.

- *Promotion* careers involve advertising products and services, raising money, and influencing opinions and attitudes. These workers are hired by businesses, industries, and charitable organizations to do such things as design advertising campaigns and persuade people to contribute to a specific cause.
- Workers in *regulations enforcement* see to it that government regulations and company policies are enforced. They study records, inspect products, and investigate services to ensure that a company is obeying its own policies as well as government regulations. Workers in this area are employed by government agencies, mines, retail stores, and other organizations concerned with regulation enforcement.
- *Business* managers carry out the policies and directions established by the administration of large organizations. In small organizations, the owner is often the manager. Business managers work in all types of businesses and government agencies.
- People in *contract and claims* careers negotiate contracts and settle claims for companies and individuals. Some negotiate contracts for entertainers to perform. Others interview people who have a complaint about a company's product. Some workers in this career area are hired by such employers as insurance companies, real estate agencies, hotels, and government agencies. Others are self-employed.

**Important Skills and Interests** People in social-business careers must be able to think logically. They must be able to deal effectively

with information and with people. The ability to write and speak clearly is very important. People in the finance career area must also have strong numerical skills.

**Education Recommended** Most occupations in social-business careers require at least a four-year college degree. For many occupations in this area, graduate study is necessary. Law and business administration are good examples of career areas that require study beyond a four-year college degree. One to two years of education beyond high school are required in career areas such as regulation enforcement, business management, and contract and claims.

**How to Prepare in High School for a Social-Business Career** The best preparation for careers in this area is to take all the courses necessary to enter college.

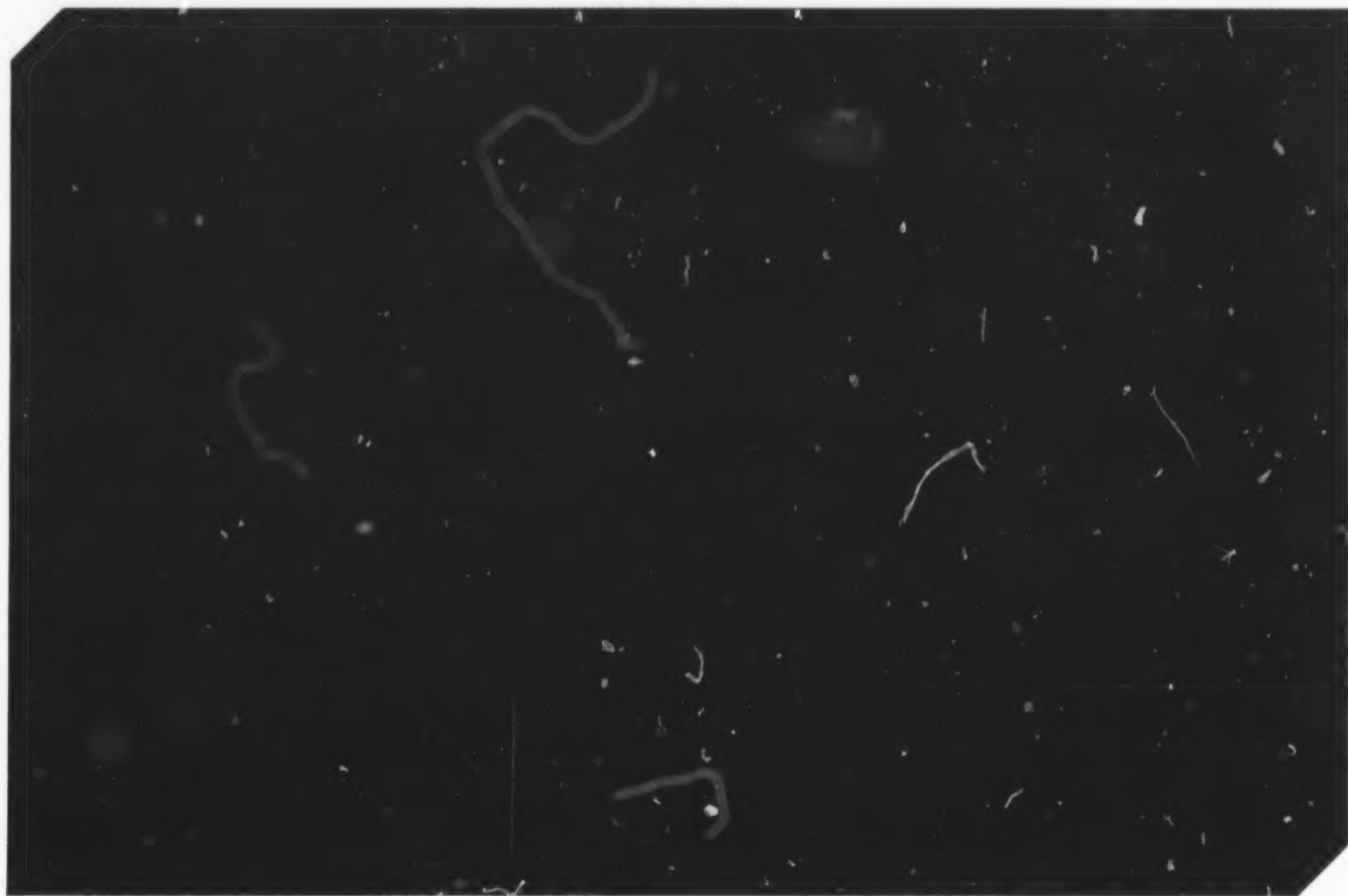


Courses in algebra, geometry, and advanced mathematics are good preparation for careers in mathematics, statistics, and finance. Courses in foreign language, history, government, composition, and sociology are important in preparing for careers in this area. Vocational education courses in business areas are also helpful.

### How to Explore Social-Business Careers

- Work with computers and computer printouts.
- Join Future Teachers of America.
- Help in your school or public library.
- Work as an instructor at a summer camp or playground.
- Do research projects for your social science classes.
- Visit museums and historical sites.
- Join the school's debate team or participate in public speaking contests.
- Take part in Junior Achievement.
- Hold an office in a school or civic club.
- Do volunteer work for a charitable organization or a hospital.
- Join a scouting troupe or a 4-H club.
- Work for a school or community newspaper.
- Join a foreign language club.
- Raise money for a school or community group.

Some of the many kinds of social-business careers and the education recommended for them are included in the chart on the next page. There are many others not listed here. Check the career fields of interest to you and find out more about them.



107

108



### **H**ow to Explore Physical Performing Careers

- Compete in school and community athletics.
- Coach an athletic event at a summer camp.
- Umpire or referee community sports.
- Take horseback riding lessons.
- Visit circuses, rodeos, and amusement parks that feature physical feats.

- Take up a hobby such as juggling, gymnastics, or acrobatics.

Some of the many physical performing careers and the education recommended for them are included in the chart above. There are many others not listed here. Check the career fields of interest to you and find out more about them.

## **S**EEKING PART-TIME WORK

During your high school years you may want to work part-time after school, on weekends, or during the summers. Part-time work will allow you to earn money and to get work experience. This experience can help you explore career fields which interest you.

**How to Apply for an Employment Certificate (Work Permit)** The Virginia Department of Labor and Industry is responsible for carrying out regulations about employment of minors. If you are under 16 years of age, you must get an employment certificate (work permit) to work in most jobs. There are, however, some types of work which do not require a permit. You can get more information about employment regulations which affect you from the booklet, *Excerpts of Virginia Labor Laws*. The booklet may be obtained by writing to: Division of State Labor Law Administration, 205 North Fourth Street, Richmond, Virginia 23219.

In each school division there is a staff person who issues work permits. This person is usually located at the school division offices or at a vocational-technical high school. In some larger school divisions there is a person at each high school who issues work permits. Ask your counselor for more information about work permits and employment regulations.

**How to Apply for a Social Security Card** Before beginning most jobs for which you will

## My High School Program of Studies

Name: \_\_\_\_\_

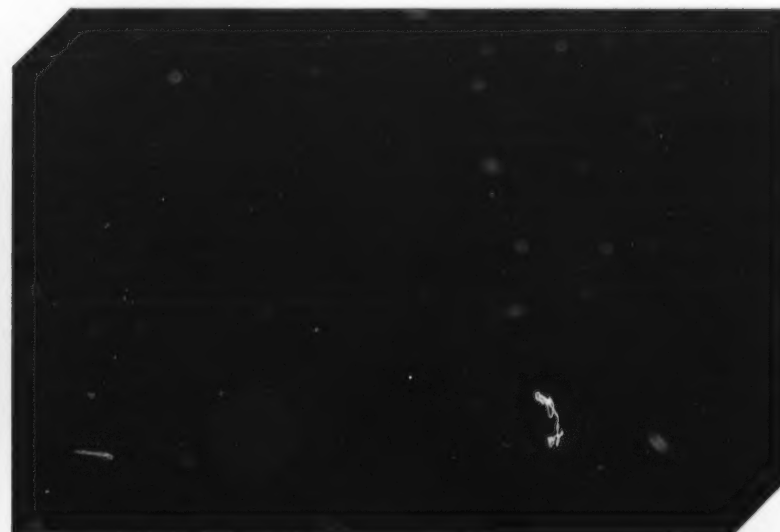
School: \_\_\_\_\_

\_\_\_\_ 20-Credit Diploma

\_\_\_\_ Special Diploma

\_\_\_\_ 22-Credit (Advanced  
Studies) Diploma

\_\_\_\_ Certificate



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THE VIRGINIA DEPARTMENT OF EDUCATION

# PHYSICAL PERFORMING CAREERS

People in *physical performing* careers teach and coach various sports. They also compete in and officiate at sports events. Careers in this field are grouped as described in the following sections.



- *Sports* careers may involve teaching individual or team sports, or they may involve competing in semi-professional and professional athletics. They may also include coaching or officiating community, school, college, or professional sports. Workers in this area are employed in such organizations as gymnasiums, country clubs, professional sports teams, schools, colleges and universities, and business and industry.

- Workers in *physical feats* careers perform acts which require special talents or skills. They usually work for circuses, carnivals, theme parks, and amusement parks. They may perform juggling acts, clown acts, or special circus acts with various types of trained animals.

**Important Skills and Interests** Individuals who pursue physical performing careers need to have good physical stamina and athletic ability. They must also be able to follow training and conditioning rules.

**Education Recommended** The educational requirements to enter this career area vary from six months to over ten years beyond high school. Some occupations, such as coaching or recreational director, may require a four-year college degree and several years of study after college.

Athletes who plan to compete in professional sports should get as much education as possible. Often their careers are short when compared to careers in other areas; therefore, it is important for athletes to prepare for related occupations or even other career areas.

**How to Prepare in High School for a Physical Performing Career** Completion of all the high school courses necessary for graduation is good preparation for physical performing careers. However, it is advisable to take courses necessary to enroll in college so many career options remain open. Courses in physical education can also be very helpful preparation.

be paid, you will need to get a social security number. You can apply for a social security card at your local Social Security Office. You will be required to show two types of proof of your age. You may use your birth certificate, school record, driver's license, or baptismal record for this purpose. You will receive your card in the mail approximately two weeks after you apply for it.

**How to Fill Out a Job Application** You will be asked to fill out a job application for most jobs for which you apply. The following is a list of points to remember in filling out the application:

- Write or print neatly.
- Provide all information requested.
- Provide accurate information.
- Ask permission in advance of persons to use their names as references.
- Use correct spelling and grammar.
- Keep the application neat and clean.
- Read your application over carefully before you turn it in.

### **What to Expect in a Job Interview**

After reading your job application, an employer may want to interview you before deciding about hiring you. Making a good impression during the interview can be very important to your getting the job. The following are some things employers will be considering about you during your job interview:

- Your appearance—Are you dressed neatly and suitably for the interview?
- Your communication skills—Do you speak clearly? Do you have good language skills?

Do you answer questions carefully? Do you listen well? Do you look at the person with whom you are talking?

- Your poise—Do you seem at ease? Do you seem overly nervous?
- Your interest in the job—What do you know about the job and the company? Will you do your best on the job or do just enough to get by? Will you come to work on time? Will you work regularly or take days off frequently?
- Your cooperation—Will you be able to get along with other employees? Are you able to take directions from others? Will you follow the company rules?
- Your skills—Do you have skills to do the job for which you have applied?
- Your willingness to learn—Are you willing to learn what is necessary to do the job well?

Before the interview learn as much as possible about the job for which you have applied. It is also an advantage to find out a little about the products or services of the business or company. When you go for your interview, you should do the following:

- Be suitably dressed. For males, this means a coat and tie. Usually, females should wear a simple dress, skirt and blouse, or suit.
- Look neat and clean.
- Arrive a little early for the interview.
- Be polite.
- Do not smoke or chew gum.
- Answer questions honestly.
- Ask questions that will help you better understand the job requirements.
- Be prepared to explain how your skills and abilities are right for the job.

- Speak clearly and listen carefully.
- Look directly at the person interviewing you.
- Ask when you might hear from the employer about whether or not you will be hired.
- Thank the employer for the interview.

### **How and Where to Look for Part-Time or Summer Work**

In looking for work, you will need to decide the hours you can work. You will need to allow enough time for studying and homework. You also will need to consider your skills and the kinds of work you would like to do. Finally, you will need to find out what jobs are available and apply for those which interest you.

You can find out about jobs which are available by:

- Reading the "want ads" in the newspaper;
- Talking to your friends who have jobs;
- Asking your parents, relatives, and neighbors about job openings;
- Asking your counselor and teachers about job openings;
- Placing an ad in the "Situation Wanted" section of the newspaper or in such places as community bulletin boards and supermarkets; and
- Visiting places where you would like to work and asking to complete a job application.

## A FINAL MESSAGE TO STUDENTS

This booklet has provided you with much information to help you plan your program of studies and be successful in high school. You have been given many ideas and suggestions which can benefit you.

Talk with your parents, counselor, and teachers in making your plans for high school. Use the information in this booklet to guide you in your planning. Follow the suggestions for getting help and information which you may need.

Be sure to take a high school program that will prepare you for the kind of education or career you may want in the future. Make the most of your high school years.

